



# Lowcountry Montessori School

## Minutes

### Board Meeting

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#### Date and Time

Thursday September 26, 2019 at 6:30 PM

#### Location

749 Broad River Dr., Beaufort, SC 29906

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The mission of Lowcountry Montessori School is to provide an authentic Montessori education building a foundation for lifelong learning.

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#### Directors Present

C. Lucas, G. Alexander, P. Chester, S. Lemstrom, T. Vande Burgt

#### Directors Absent

D. Fent, K. Recchia

#### Guests Present

A. Horn, Donna Garcia, Jeannine Dameworth, Kevin Phillips, M. Zappia, S. Fox, Taylor Lloyd

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### I. Opening Items

#### A. Record Attendance and Guests

#### B. Call the Meeting to Order

S. Lemstrom called a meeting of the board of directors of Lowcountry Montessori School to order on Thursday Sep 26, 2019 at 6:35 PM.

**C. Reading of the Mission Statement**

**D. Approval of Agenda**

C. Lucas made a motion to approve agenda.

T. Vande Burgt seconded the motion.

The board **VOTED** unanimously to approve the motion.

**E. Statement of Compliance with FOIA**

**F. Approve Minutes from Previous Meeting**

P. Chester made a motion to approve minutes from the Board Meeting on 08-22-19 Board Meeting on 08-22-19.

T. Vande Burgt seconded the motion.

The board **VOTED** unanimously to approve the motion.

**G. Approve Minutes from Finance Committee Meeting**

P. Chester made a motion to approve minutes from the Finance Committee Meeting on 09-23-19 Finance Committee Meeting on 09-23-19.

T. Vande Burgt seconded the motion.

The board **VOTED** unanimously to approve the motion.

**H. Approve Minutes from Facilities Committee Meeting**

C. Lucas made a motion to approve minutes from the September 2019 Facilities on 09-09-19 September 2019 Facilities on 09-09-19.

P. Chester seconded the motion.

The board **VOTED** unanimously to approve the motion.

**II. Public Comment**

**A. Public comment period, limited to 3 minutes per person.**

Ms. Donna Garcia: Ms. Garcia lives in the neighborhood. She is concerned with the traffic generated in the neighborhood. Requested that students/staff be reminded about the speed limit in the neighborhood.

Mr. Phillips is running for Port Royal Town Council and wanted to learn about the school.

### III. Director's Report

#### A. September update.

372 students enrolled, two intersession trips for high school were successful.

### IV. Committee Reports

#### A. Governance

Reviewed two board applicants.

Reviewed board goals. Remove item 5 ( Review and update Board Policies and Procedures).

3 people have complete the board evaluation. Please complete the board evaluation.

T. Vande Burgt made a motion to approve governance committee goals.

P. Chester seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### B. Academic Excellence

Did not meet this month. Amy is developing the staff that will participate in the academy excellence committee. Teachers are assessing the RTI process for all lower elementary students.

#### C. Finance

Taylor presented monthly financials.

Charter: Pupil activity revenue has been budgeted more conservatively and adjusted the tracking system. EFA revenue is on track may increase after the 45 day count based on current student load. Federal programs are expended and the reimbursed. Expenses: A couple of items are over budget due to grants and will be rectified with reimbursement in budget amendment, will not affect bottom line.

LP: Salaries and benefits will run slightly different due to some employees being on different contract schedules. Maintenance and plant: USDA expenses are over budget right now.

S. Lemstrom made a motion to approve the finance goals changing the wording from September to October.

P. Chester seconded the motion.

The board **VOTED** unanimously to approve the motion.

P. Chester made a motion to approve August financial reports.

T. Vande Burgt seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### **D. Fundraising**

Unable to sell enough tickets for the car raffle. \$3,000 winner on 50/50 raffle and additional smaller raffles, the \$300 winner returned the funds as donation. Approximately \$4,000 was raised.

#### **E. Facilities**

Did meet. Clay presented draft USDA activity network diagrams. Clay reported that the appraisal for phase 1 may have to be updated; however, \$20,000 was budgeted and the original appraisal was \$8,000.

### **V. New Business**

#### **A. Playground Policy Change Proposal**

T. Vande Burgt made a motion to amend the existing policy from 3' to 12' standing platforms above ground level and must meet the Public Playground Handbook for the youngest age group accessing the equipment.

G. Alexander seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### **B. USDA Grant**

We have the opportunity to apply for a USDA grant for up to \$50,000 matching grant.

Looking at options to request funding to outfit culinary space, maker space, etc.

Determining what qualifies as matching funds. Also consider 12 passenger vans.

#### **C. Vote on make up day forgiveness**

Administration recommends to forgive 1 day utilizing the 3 make-up days already included in the school calendar.

T. Vande Burgt made a motion to forgive 1 school day.

P. Chester seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### **D. Vote on Board Appointees**

T. Vande Burgt made a motion to appoint Alex Moody to an open seat expiring spring 2021.

G. Alexander seconded the motion.

The board **VOTED** unanimously to approve the motion.

G. Alexander made a motion to appoint Jeannine Dameworth to an open seat expiring spring 2021.

T. Vande Burgt seconded the motion.

The board **VOTED** unanimously to approve the motion.

## **VI. Old Business**

### **A. CEO Evaluation**

Is not complete and is expected next month.

### **B. Easement Update**

Quote received for easement to be drawn up for \$2,500. Clay asked if these funds are budgeted and they are not. Patrick stated that it could be rolled into Phase 2 costs.

### **C. USDA Update**

Beginning the phase 2 design process. Clay asked about the upfront cost, Patrick suggested that Phase costs be broken into upfront costs versus closing costs to help distinguish and match up to budgeting.

### **D. Raffle Update**

Unable to sell enough tickets for the car raffle. \$3,000 winner on 50/50 raffle and additional smaller raffles, the \$300 winner returned the funds as donation. Approximately \$4,000 was raised.

## **VII. Executive Session**

### **A. Executive Session**

Gregory Alexander made a motion to enter executive session. Thomas Vande Burgt seconded. Unanimous vote to enter executive session.

Patrick Chester made a motion to exit executive session. Motion seconded by Thomas Vande Burgt. Motion passed unanimously.

### **B. Discuss Contractual Matter**

## **VIII. Other Business**

### **A. Vote on matters from Executive Session, if required**

None needed.

## **IX. Closing Items**

### **A. Adjourn Meeting**

P. Chester made a motion to adjourn the meeting.

T. Vande Burgt seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:00 PM.

Respectfully Submitted,  
C. Lucas